

CITY OF MILWAUKIE

CLASSIFICATION: ACCOUNTING TECHNICIAN

Department: Finance
FLSA Status: Nonexempt
Pay Grade: 58
Union Representation: AFSCME

CLASSIFICATION SUMMARY:

Performs a variety of journey level accounting duties. Persons in this position are primarily responsible for a particular financial function such as utility billing, business licenses, payroll, accounts receivable, and/or accounts payable. Within that area they perform a wide range of accounting, data processing and other fiscal transactions in preparation, verification, and maintenance of accounting and financial systems. Position has a high degree of interaction with both external and internal customers. This position works under the direct supervision of the Assistant Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Sorts, classifies, and codes financial transactions in accordance with established department policies and procedures. Prepares billings, payroll, accounts payable checks, year-end tax reports and payments.
2. Administers the commercial card program.
3. Assists and maintains contract compliance under Oregon Public Contracting Laws.
4. Maintains varied and complex records associated with accounting functions such as accounts payable, payroll, accounts receivable, business licenses and utility billing. Audits financial transactions for accuracy, posts and reconciles journal entries, and maintains logs and other records on a daily and periodic basis.
5. Performs recurring duties related to utility billing, payroll, accounts receivable, business licenses and accounts payable.
6. Resolves discrepancies of a routine and non-routine nature.
7. Assigns and processes account transactions based on documentation, invoices, timesheets and/or statements to ensure timely payments of all debts including payroll and receipt of payments to the City.
8. Assists the public in processing payments and applications in person and by responding to telephone inquiries. Assists staff and responds to inquiries.
9. Performs cashiering functions by receipting, balancing and depositing cash received by the City daily. Prepares bank deposits and reconciles bank receipts.
10. Responds to a variety of departmental and public requests for information relative to assigned function; provides requested information or service or refers to appropriate individual for response.
11. Calculates, posts, and verifies data to produce regular or special billings and payments, balances reports and other records.
12. Compiles, enters, and classifies data from various sources to make summary reports; reviews data to determine significant trends. Verifies summaries against source documents in accordance with established formulas, equations, and technical data. Prepares reconciliation sheets and maintains

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accounting records according to established accounting and bookkeeping methods.

13. Prepares journal entries.
14. Develops and assists in developing procedures and reporting formats to establish or improve specific accounting processes.
15. Maintains positive public relations with customers and is responsive to customer needs.
16. Develops safe work habits and contributes to the safety of self, co-workers, and the general public.
17. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Billing and payroll procedures, journal entries, reconciliation processes and tax reporting.
- Computer applications and uses for accounting activities.
- Governmental accounting procedures.
- Office procedures.

Skills and Abilities to:

- Apply bookkeeping and fundamental accounting principles to the maintenance of account records and statements.
- Complete mathematical computations accurately and rapidly.
- Compile and tabulate statistical data and prepare reports and summaries.
- Learn, apply and explain resolutions, policies and procedures and Oregon Public Contracting.
- Resolve problems within parameters of assigned function.
- Maintain varied and complex accounting records.
- Work independently, prioritizing multiple tasks to meet deadlines while handling frequent interruptions, maintaining accuracy and attention to detail.
- Create spreadsheets.
- Prepare clear reports of a technical nature.
- Work with customers, both internal and external.
- Work as a team member.
- Establish and maintain effective working relationships.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Associates degree from an accredited college or university with a degree in accounting, business administration, or closely related field.
- Three (3) years of progressively responsible related experience.

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Licensing/Special Requirements:

- Must be able to pass the City's security clearance standards.
- Requires the possession of a valid driver's license or an acceptable alternative method of transportation that allows the incumbent to perform the duties of the position.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine, credit card terminal, and copy machines; Computer software including Microsoft based word-processing, spreadsheet, and specialized accounting applications; calculators, and telephones.

Supervision:

- This position does not provide supervision to any other staff.
- Operates under the general direction and supervision of the Assistant Finance Director.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

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Work is performed in office setting with extensive sedentary work at a computer workstation.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted: 10/01/94
Adopted: 10/18/94
Revised: 10/05/00; 11/30/04; April 2015; July 2021